



DEPARTMENT OF IMMUNOLOGY  
UNIVERSITY of WASHINGTON

## Criteria for Faculty Appointments and Promotion

It is the goal of the Department of Immunology to attract and retain distinguished faculty members who will make significant contributions to basic and clinical research in immunology. **Section 24-32 of the University of Washington Faculty Code** defines four areas of accomplishment that are to be used in elevating appointments and promotions: scholarship, creativity, teaching and professional service. Evaluation of faculty members in the Department of Immunology will focus with special intensity on the first three of these areas. **The general qualifications outlined in Section 24-32 to 24-35 inclusive of the Faculty Code must be met by all Department of Immunology appointees.** More detailed description of criteria to be used in evaluating Immunology faculty members is outlined below. In composing these descriptions, care has been taken to emphasize minimum criteria for appointments or promotions. However, in each case a record of continuous scholarly accomplishment and significant potential for further research contributions remain the most important qualities that all faculty members must possess.

*Professional behavior is expected of all members of the Department. Professionalism, as defined and described in the UW Medicine Policy on Professional Conduct, includes demonstrating excellence, promoting and cultivating an institutional culture of inclusion, equity, and diversity in all its forms, accompanied by integrity, respect, compassion, accountability, and a commitment to altruism. Faculty members in the Department are expected to demonstrate professionalism in all aspects of their work including everyday duties and responsibilities. For promotion to each successive rank in the Department, a faculty member is expected to grow in his or her fulfillment of this commitment and to be or become a role model for professionalism. Demonstrated growth in professionalism may occur in any aspect of a faculty member's work, including formal or informal leadership; mentoring; service activities for the Department, School or University; and the core activities of teaching and research. Regularly scheduled faculty reviews will include input from the individual faculty member under review, as well as feedback from others including faculty colleagues and staff.*

### I. Principal Faculty Appointments

The principal faculty are those appointed as assistant, associate or full professor. Appointment and promotion criteria for individuals with research, adjunct, or affiliate faculty status are identical; however, the nature of the relationship of these individuals with the Department of Immunology is different in each case, as outlined in Sections 24-34 and 24-35 of the Faculty Code. The performance of individuals jointly appointed in the Department of Immunology and in another University department will be evaluated as if each held a primary appointment in the Department of Immunology.

Diversity and Equity (All Ranks): Per UW Faculty Code: "In accord with the University's expressed commitment to excellence and equity, any contributions in scholarship and research, teaching, and service that address diversity and equal opportunity shall be recognized and considered among the professional and scholarly qualifications for appointment and promotion outlined below." Examples of such contributions are:

- Being engaged in service to increase participation in science, education, humanities, fine arts, or social sciences by groups historically under-represented in higher education.
- Contributing to pedagogies addressing different learning styles.
- Accumulating significant experience in teaching students who are under-represented in higher education.
- Pursuing research interests in subjects that will contribute to diversity and equal opportunity in higher education.

#### **A. Assistant Professor**

Appointment at the assistant professor rank is made on recommendation of the Chairman of the Department to the Dean of Medicine, following a vote of all principal faculty. Individuals selected for such appointments must be identified via a nationwide search, and must demonstrate extraordinary potential for a career in basic science research. With rare exceptions, all assistant professors will hold Ph.D. or M.D. degrees, or their equivalents. The following are basic criteria that should be fulfilled in each case.

1. Demonstration of significant research productivity in more than one scientific environment. In most cases this will be judged by publications in peer-reviewed scientific journals resulting from research performed principally by the candidate during graduate and post-graduate training. The number of such publications is relatively unimportant. Instead, candidates are judged by their ability to define important biological questions, and the effectiveness and elegance of the research strategies employed to address these questions. These qualities attest to *creativity* and *scholarship* of the potential appointee.
2. Evidence of Outstanding Research Potential. Such evidence can be derived from written evaluations provided by graduate and post-graduate mentors, and by others familiar with the accomplishments of the faculty candidate. In addition, a formal interview process will be employed to help evaluate the intellectual breadth of the candidate, and the ability of the candidate to identify important future areas of active research.
3. Demonstration of Teaching Effectiveness. Although junior faculty appointees may in some cases have significant prior teaching experience, most will not. An assessment of potential performance in a didactic environment will therefore be derived from evaluation of the effectiveness of the candidate in explaining their research program during a formal seminar, and during less formal meetings with faculty, students and post-doctoral fellows.

All assistant professors will meet at least yearly with the department chairperson to review their accomplishments in research, teaching and professional service. In addition, the results of an anonymous evaluation, performed by all faculty superior in rank as part of the salary review process, will be discussed. Details regarding the reappointment of assistant professors are contained in Section 24-41 of the Faculty Code. Assistant professors are ordinarily re-appointed at the end of their second year, and must be evaluated for promotion by the end of the fifth full-time year. Details on criteria for tenure are contained in Section 25-32 of the Faculty Code.

## **B. Associate Professor**

Individuals appointed at the level of associate professor must have demonstrated a mature level of scientific accomplishment. As in the case of assistant professorships (described above), those nominated for associate professor status must be productive researchers and effective teachers. In addition, it is to be expected that these individuals will have generated a substantial body of published work, which derives unambiguously from their own efforts as well as those trainees whom they have directly supervised. The criteria outlined below apply equally to those seeking initial appointment at the level of associate professor, and to those assistant professors for which promotion is contemplated. Procedures for promotion are detailed in Section 24-54 of the Faculty Code.

1. Associate professors have in general produced a significant and recognizable scientific oeuvre. This will be reflected in the judgment of more senior scientists at outside institutions, in invitations to contribute scholarly reviews or to participate in journal editorship, and in invited presentations to outside institutions or major scientific symposia. The candidate should demonstrate ongoing scientific accomplishment, judged less by the number of scientific publications than by the importance of the questions raised in each report, and the effectiveness of the research in illuminating areas of controversy or frank ignorance. Supporting information favoring promotion to the associate professor level could include measures of the impact of publications on global research efforts (e.g., patent applications, citation statistics, and effectiveness in generating extramural support). However, the published work itself, evaluated both within the Department and by outside reviewers, will provide the principal evidence favoring appointment at, or promotion to, the associate professor rank.
2. Teaching Effectiveness. Significant teaching responsibilities are assumed by all associate professors, and satisfactory demonstration of teaching effectiveness must be provided. In general, associate professors will have contributed to the training of graduate students via participation on Ph.D. thesis committees and direct supervision of Ph.D. candidates. Most will also have supervised research performed by post-doctoral fellows. Student evaluations should indicate that the candidate is well prepared, knowledgeable, and well-organized. While it is recognized that student

evaluations, particularly those assembled by polling enrollees in large lecture-based courses, may sometimes focus inappropriately on style of presentation, candidates for associate professor appointments will in most cases be judged very effective teachers by the majority of students, or will show a sustained record of improvement during the prior 2-3 years teaching a particular course. Authorship of teaching materials for standard textbooks also provides evidence of teaching effectiveness. Additional criteria for evaluating teaching effectiveness are contained in Section 24-57 of the Faculty Code.

3. Professional Service. Candidates for associate professorship should have contributed to the effectiveness of Departmental and University programs through service on administrative committees, e.g., those supervising graduate admissions, curriculum development, and research support. While such involvement in the routine functioning of the research community is essential in order to maintain and improve the overall quality of the scientific environment at the University, no amount of such community service can substitute for a strong record of personal research accomplishment.

### **C. Professor**

For those faculty members supported by state funds, promotion to associate professor occurs concomitantly with the granting of tenure. No individual may spend more than 7 years as a full-time assistant professor without satisfactory review for promotion to tenure (see Section 25-32 of the Faculty Code). In contrast, an associate professor may be held until retirement. Promotion of associate professors to full professorship does not happen automatically or as a simple consequence of time in station. It follows that those individuals who successfully attain the rank of professor must be truly distinguished scientists with very substantial records of accomplishment in research, teaching and professional service.

1. Research Accomplishments. Candidates for professorship appointments must have contributed important and innovative new research findings on a continuous basis over a prolonged period. They will be internationally recognized authorities in a significant area of contemporary immunology, and must be seen in this context by faculty at the professorial level at peer institutions. Additional evidence documenting the stature of the candidate might include: chairmanship of national or international workshops in the candidate's field of interest, editorship of scholarly journals, authorship of textbooks, and participation in scientific advisory committees. However, the most important criterion for promotion will be a continuous record of innovative and influential scientific research.

2. **Teaching Effectiveness.** Candidates for promotion to professor are expected to be distinguished teachers. This requirement goes beyond a satisfactory record of performance in organizing and leading immunology courses. In all cases, it should be possible to identify trainees, for whom the candidate served as primary mentor, who have established independent careers here or at other institutions. Professors are expected to serve as leaders in the teaching missions of the Department of Immunology. Hence, candidates should have a demonstrated commitment to the training of young immunologists.
3. **Professional Service.** The interests of professors should extend beyond the immediate horizons of their own research programs, to include a substantive commitment to the Department as a whole. All faculty are expected to participate in Departmental meetings, on working committees, and in the annual scientific retreat. Full professors must play leadership roles in the Department, helping us to attract graduate students and post-doctoral fellows, to interact effectively with the School of Medicine and the University community as a whole, and helping to develop new initiatives that improve the quality of the Departmental research environment. Associate professors who are to be considered for promotion to full professorship will in most cases have already demonstrated a commitment to quality of research and teaching in the Department through participation in community service functions.

## **II. Research Faculty Appointments**

Appointments in this category indicate the Department's interest in the career development of that faculty member within the University. However, research faculty in the Department of Immunology are not eligible for tenure, may not vote on issues of tenure, and are not eligible to serve as thesis advisors for graduate students. The salary of a research faculty member will be fully supported from grants or contracts. Appointments of research faculty will at all times be subject to the continued availability of funds from these sources sufficient to provide their salary. Research faculty in the Department of Immunology must be affiliated with the laboratory of a primary or joint faculty member in the Department of Immunology. Should the faculty member with whom they are affiliated leave the University, the appointment of research faculty affiliated with their laboratory may be terminated.

### **A. Research Assistant Professor**

The criteria for appointment to the position of Research Assistant Professor are similar to those for appointment at the level of Assistant Professor, but with an even more dominant or sole emphasis on research. Research Assistant Professors may teach; if they do, their teaching load is expected to be considerably less than that of an Assistant Professor. A Research Assistant Professor will work in space assigned to a primary or joint faculty member in the Department of

Immunology, and their research program will complement or enhance the research program of that primary or joint faculty member. The faculty member in whose space the Research Assistant Professor will work must make a written commitment to provide space for the research faculty member for the period of the appointment. The initial appointment will normally be for a period of three years, and may be renewed for a second period of up to three years. The process for the evaluation of performance and for reappointment of Research Assistant Professors will be similar to that for Assistant Professors. Performance in research will be the principle criterion for judging the productivity of Research Assistant Professors.

#### **B. Research Associate Professor**

The criteria for promotion to Research Associate Professor are similar to those for appointment at the level of Associate Professor. If the faculty member is involved in teaching and service to the Department, this may be considered, but attention will be focused primarily on research productivity and grant and contract support. A Research Associate Professor will work in space assigned to a primary or joint faculty member, and their research program will complement or enhance the research program of that primary or joint faculty member. The faculty member in whose space the Research Associate Professor will work must make a written commitment to provide space for the research faculty member for the period of the appointment. The appointment may be for up to five years, and renewal decisions must be made in the autumn quarter of the last year of the appointment period. The process for the periodic evaluation of performance and for reappointment of Research Associate Professors will be similar to that for Assistant Professors. Performance in research will be the principle criterion for judging the productivity of Research Associate Professors.

#### **C. Research Professor**

The criteria for promotion to Research Professor are similar to those for appointment at the level of Professor. If the faculty member is involved in teaching and service to the Department, this may be considered, but attention will be focused primarily on research productivity and grant and contract support. A Research Professor will work in space assigned to a primary or joint faculty member of the Department of Immunology, and their research program will complement or enhance the research program of that primary or joint faculty member. The faculty member in whose space the Research Professor will work must make a written commitment to provide space for the research faculty member for the period of the appointment. The appointment may be for up to five years, and renewal decisions must be made in the autumn quarter of the last year of the appointment period. The process for the periodic evaluation of performance and for reappointment of Research Professors will be similar to that for Professors. Performance in research will be the principle criterion for judging the productivity of Research Professors.

### **III. Acting Appointments**

Acting faculty at any rank must work in space assigned to a primary or joint faculty member in the Department of Immunology.

#### **IV. Adjunct Appointments**

Faculty must have a primary appointment in another UW School of Medicine department and that department's chair must concur. The candidate for adjunct faculty membership will provide a CV and a cover letter explaining their interest in the appointment to the department for consideration by the faculty. If the faculty deem appropriate, the candidate will be invited to present a seminar and may be asked to meet with individual faculty members. Faculty requesting an adjunct appointment are expected to demonstrate their interest in departmental activities via attendance at Research In Progress (RIP) talks and departmental seminars prior to an appointment decision made by the voting faculty. Faculty appointed are expected to continue to attend RIPs and seminars, to attend faculty meetings, and to show interest in graduate student education by providing lectures in core Immunology courses. Please see the Department of Immunology's Criteria for Graduate Faculty Membership regarding requirement for graduate faculty membership as it relates to adjunct appointments in the department. Adjunct appointments, and subsequent promotions, must be at the same rank as in the primary department.

#### **V. Affiliate Appointments**

The affiliate site director must propose appointments of affiliate faculty setting forth the qualifications of the proposed affiliate faculty member, including a current CV, statement of research interests and plans, and letters of recommendation. The candidate affiliate faculty member will provide a CV to the department for consideration by the faculty. If the faculty deem appropriate, the candidate will be invited to present a seminar and may be asked to meet with individual faculty members. Faculty requesting an affiliate appointment are expected to demonstrate their interest in departmental activities via attendance at Research In Progress (RIP) talks and departmental seminars prior to an appointment decision made by the voting faculty. Faculty, once appointed, are expected to continue to attend RIPs and seminars, to attend faculty meetings, and to show interest in graduate student education by providing lectures in core Immunology courses. Please see the Department of Immunology's Criteria for Graduate Faculty Membership regarding requirement for graduate faculty membership as it relates to affiliate appointments in the department. Appointment and promotion of affiliate faculty will be based solely on established UW and departmental criteria for principal faculty promotions, as detailed above, and will not be automatically linked to a faculty member's promotion at the parent institution.

Additional considerations apply to individuals whose appointment at the affiliate site is the equivalent of a research faculty member in the Department of Immunology. Such individuals must be associated with the laboratory of a primary affiliate faculty member at the affiliate site; if appointment to the affiliate faculty is approved, the affiliate faculty member in the research track will not be eligible to serve as thesis advisor for graduate students; a seminar to the Department of Immunology is not required prior to the faculty vote.